**Erasmus+ Programme**

**Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

**Inter-institutional[[1]](#footnote-1) agreement 2015-2017  
between institutions from  
programme and partner countries**

**[Minimum requirements][[2]](#footnote-2)**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

**A. Information about the higher education institutions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name of the institution / country** | **Erasmus code or city[[3]](#footnote-3)** | **Name of the contact person** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| UNIVERSITY OF LJUBLJANA  Address:  Kongresni trg 12  1000 Ljubljana  Slovenia | SI LJUBLJA01 | **Bibi Ovaska Presetnik, Central Office of International Relations**  Departmental Coordinator/Faculty: | +386 1 2418 594  Student.office@uni-lj.si | <http://www.uni-lj.si/international_cooperation_and_exchange/>  faculty website: |
|  |  |  |  |  |

**B. Mobility numbers[[4]](#footnote-4) per academic year**

*[Paragraph to be added if the agreement is signed for more than one academic year:*

*The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO7**  **[Erasmus code or city of the receiving institution]** | ***Subject area code \** [ISCED 2013]** | ***Subject area name \**** | ***Study cycle* [short cycle, *1st , 2nd or 3rd*] *\**** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* | *Student Mobility for Traineeships\**  *[Not relevant for 2015]* |
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|  | SI LJUBLJA01 |  |  |  |  |  |

*[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM7**  **[Erasmus code or city of the sending institution]** | **TO7**  **[Erasmus code or city of the receiving institution]** | ***Subject area code \** [ISCED 2013]** | ***Subject area name \**** | **Number of staff mobility periods** | |
| Staff Mobility for Teaching  *[total number of days of the teaching periods or average duration\*]* | *Staff Mobility for Training \** |
| SI LJUBLJA01 |  |  |  |  |  |
|  | SI LJUBLJA01 |  |  |  |  |

**C. Recommended language skills**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code or city]** | ***Optional: Subject area*** | **Main language of instruc­tion** | **Additional language of instruc­tion** | **Recommended language of instruction level[[5]](#footnote-5)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| SI LJUBLJA01 |  | Slovene | English | B2 | C1 |
|  |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

**D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country[[6]](#footnote-6)** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

<http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php>

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

* Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
* Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
* Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
* Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

**Before mobility**

* Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
* Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
* Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
* Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
* Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
* Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

**During and after mobility**

* Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution’s everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
* Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
* Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
* Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers**.**
* Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement**.**

**E. Any additional requirements**

1. Partners’ responsibilities

Each partner shall publish a call for applications for all the agreed mobility in due time and will create ranking list of candidates applying for the mobility.

In this way there will be a list of selected candidates and a waiting list for which eventual drop outs can be filled in line with ranking.

Partner institutions will share both lists for transparency and updating reasons.

Each selected candidate shall receive an Acceptance letter (students) or Invitation letter (staff) in accordance to part F, point 2 of this agreement.

After the selection procedure each receiving institution will provide infromation on application procedure, visa, housing, insurance to incoming students and staff.

The online application for obtaining the mobility grant and financial management of the mobility will be provided by the University of Ljubljana for outbound and incoming selected candidates according to EU and national rules.

2. Selection criteria for students

Selection of students and staff shall be carried out by their home institutions in a just and transparent manner by obeying the following criteria:

1. **Academic merit**
2. **Motivation** – students shall write a motivation letter in English
3. **Language capacity –** a good command of English, at least B2 level
4. **Level of study** – student of a higher year of study shall have priority.

3. Selection criteria for staff

1. **Academic/professional merit**

2. **Motivation**

3. **Language and sustainability**

4. Financial conditions

The financial framework of the mobility is set by the general financial rules of the Erasmus+ programme. In addition, national rules have to be respected.

**F. Calendar**

1. Information on nominated students must reach the receiving institution by:

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Autumn term\*** | **Spring term\*** |
| [Erasmus code or city] | [month] | [month] |
| SI LJUBLJA01 | 1 May (students and staff) | 1 November (students and staff) |
|  |  |  |

2. Application deadline for exchange (Learning Agreement, …)

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Autumn term\*** | **Spring term\*** |
| [Erasmus code or city] | [month] | [month] |
| SI LJUBLJA01 | 15 May (students and staff) | 15 November (students and staff) |
|  |  |  |

*[\* to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send Acceptance/Invitation letter within **5 weeks**.

3. A Transcript of Records will be issued by the receiving institution no later than **5 weeks** after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**G. Information**

**1. Grading systems of the institutions**

SI LJUBLJA01:

|  |  |  |
| --- | --- | --- |
| **10** | excellent | 91 % - 100 % |
| **9** | very good | 81 % - 90 % |
| **8** | very good | 71 % - 80 % |
| **7** | good | 61 % - 70 % |
| **6** | sufficient | 51 % - 60 % |
| **1 to 5** | fail | less than 51 % |

**ECTS credits:**

1 full academic year  =  60 credits

1 semester = 30 credits

<http://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-> programme/incoming\_students/

Partner university:

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **Contact details (e-mail, phone)** | **Website for information** |
| SI LJUBLJA01 | [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  +386 1 2418 592 | [hhttp://www.uni-lj.si/international\_cooperation\_and\_exchange/erasmus-plus-programme/incoming\_students/](http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx)  see Welcome Guide |
|  |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **Contact details (e-mail, phone)** | **Website for information** |
| SI LJUBLJA01 | [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  +386 1 2418 592 | [hhttp://www.uni-lj.si/international\_cooperation\_and\_exchange/erasmus-plus-programme/incoming\_students/](http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx)  see Welcome Guide |
|  |  |  |

**4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code or city]** | **Contact details (e-mail, phone)** | **Website for information** |
| SI LJUBLJA01 | [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)  +386 1 2418 592 | [hhttp://www.uni-lj.si/international\_cooperation\_and\_exchange/erasmus-plus-programme/incoming\_students/](http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx) |
|  |  |  |

This agreement is made in 2 original copies, of which each institution shall keep one. The attachments to the agreement form a constituent part of the agreement.

**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution  [Erasmus code or name and city]** | **Name, function** | **Date** | **Signature** |
| SI LJUBLJA01 | Prof. dr. Ivan Svetlik, rector |  |  |
|  |  |  |  |

1. Inter-institutional agreements can be signed by two or more higher education institutions (HEIs),at least one of them must be located in a Programme Country of Erasmus+. [↑](#footnote-ref-1)
2. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-2)
3. Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located. [↑](#footnote-ref-3)
4. Mobility numbers can be given per sending/receiving institutions *and per education field (optional\*:* [http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx](http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-4)
5. See Common European Framework of Reference for Languages [↑](#footnote-ref-5)
6. *Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.*  [↑](#footnote-ref-6)